

Memorandum of Understanding

Between

East Stroudsburg University

200 Prospect Street
East Stroudsburg, PA 18301-2999

and

(Career Technology Center of Lackawanna County)

This Memorandum of Understanding (MOU) sets forth the terms and understanding between East Stroudsburg University and the Career Technology Center of Lackawanna County for the **PreK-12 Educator Tuition Program [P.E.T. Program]**

Background

Ensuring that all Pennsylvania children receive the high quality education that they deserve requires an effective teacher in every classroom and school and district leadership that is focused on raising achievement. The Commonwealth's educators – from the classroom teacher to the district superintendent – are the most important components of Pennsylvania's strategy for education success. As professionals in an ever-changing society, the state's educators are required to continuously upgrade their knowledge and skill set. Pennsylvania's professional development law, known as Act 48 of 1999, requires educators to engage in state-approved professional development activities throughout their professional career. East Stroudsburg University's (ESU) College of Education post-baccalaureate programs offer practicing educators a variety of innovative, research-based professional development opportunities that meet the requirements of Act 48. Practicing educators can choose from ESU's M.Ed. programs, Certificate programs, Instructional Endorsement programs, or Educator Workshops to enhance their skills as a professional educator in the Commonwealth.

Purpose

The purpose of this MOU is to establish a direct-billing program with school districts. The goals of this program are to (1) Provide a 10% tuition reduction (below in-state rate) for participating school districts, (2) streamline ESU's enrollment procedures for educators whose employing district participate in this program, and (3) streamline billing procedures for ESU and participating school districts..

The above goals will be accomplished by undertaking the following activities:

- (1) Participating school districts will approve educators to enroll in ESU post-baccalaureate courses following their normal district policy.
- (2) Educators, from participating school districts, must complete a P.E.T. Program Approval Form (attached) and submit this form to ESU's Graduate Office at least 3 weeks prior to the start of each semester (Graduate Admissions Coordinator).
- (3) The Graduate Admissions Coordinator will maintain a list of all individuals participating in the P.E.T. Program and verify each list with (a designee from) each participating district 2 weeks prior to the start of each semester.
- (4) The Graduate Admissions Coordinator will forward each district's approved, final participant list to ESU's Comptroller prior to the start of each semester.
- (5) The Graduate Admissions Coordinator will forward the final grade for each P.E.T. program participant to the Comptroller's office at the conclusion of each semester.
- (6) The Comptroller will directly bill participating school district for tuition (excluding related fees – e.g. technology fee) for all participants whose final grade is a B or above.
- (7) The Comptroller will directly bill participants if their final grade is not a B or above or if they are no longer employed by their school district at the conclusion of the approved course.
- (8) Participating school districts will submit payment to the Comptroller's office no later than 45 days upon receipt of their bill.

Responsibility:

- (1) Following normal school district procedures, participating districts will have full control of the educators approved for the P.E.T. Program (**school district designee**).
- (2) Educators from participating school districts must submit and approved P.E.T. Program form to the Graduate Admissions Coordinator 3 weeks prior to the start of each semester (**Graduate Coordinator**).
- (3) The Graduate Admissions Coordinator will maintain a list of all individuals participating in the P.E.T. Program and verify each list with (a designee from) each participating district 2 weeks prior to the start of each semester (**Graduate Coordinator and District Designee**).
- (4) The Graduate Admissions Coordinator will forward each district's approved, final participant list to ESU's Comptroller prior to the start of each semester (**Graduate Coordinator and Comptroller**).
- (5) The Graduate Admissions Coordinator will forward the final grade for each P.E.T. program participant to the Comptroller's office at the conclusion of each semester (**Graduate Coordinator and Comptroller**).
- (6) The Comptroller will directly bill participating school district for tuition (excluding related fees – e.g. technology fee) for all participants whose final grade is a B or above (**Comptroller**).
- (7) The Comptroller will directly bill participants if their final grade is not a B or above (**Comptroller**).
- (8) Participating school districts will submit payment to the Comptroller's office no later than 45 days upon receipt of their bill (**district designee**).

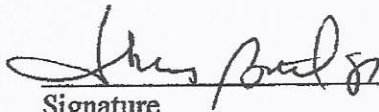
Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from East Stroudsburg University and Career Technology Center of Lackawanna County. This MOU shall become effective upon signature by the authorized officials from East Stroudsburg University and Career Technology Center of Lackawanna County and will remain in effect until modified or terminated by any one of the partners by mutual consent.


Contact Information

East Stroudsburg University
Dr. Terry R. Barry
Interim Dean
200 Prospect Street
East Stroudsburg, PA 18301
Phone: 570-422-3377
Fax: 570-422-3506
Tbarry1@esu.edu

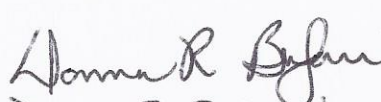
Career Technology Center of Lackawanna County
Thomas Baileys, Ed. D.
Administrative Director
3201 Rockwell Avenue
Scranton, PA 18508
Phone: 570-348-8471
tbaileys@ctclc.edu



Signature 11/24/18
Date
Thomas Baileys, Ed. D.
Career Technology Center of Lackawanna County
Administrative Director



Signature 12/02/15
Date
Joseph Mondak
Career Technology Center of Lackawanna County
JOC Board President


12/3/15
Donna R. Bulzoni
East Stroudsburg University
Director of Financial Affairs

Name	District	Building	Subject/Grade
District Billing Address			
Home Billing Address			
Course Code	Course Title	Credits	
Complete forms must be submitted in person to the office of the Graduate Admission Coordinator no less than 3 weeks prior to the start of each semester (Zimbar Hall)			
District Consent	Superintend or Designee Signature/Title/Date	Print Name	
I hereby approve the individual listed on this form to enroll in the P.E.T. Program:			
Participant Consent	Participant Signature/Date	Print Name	
I hereby understand that I will be directly billed for tuition (at the full tuition rate) for the course (listed above) if I do not receive a grade of B or higher or terminate my employment the participating school district prior to completion of this course.			
Date Received by Graduate Coordinator	Graduate Coordinator's Signature/Date		